

# EEOP Utilization Report



Fri Sep 23 10:00:22 EDT 2016

## Step 1: Introductory Information

**Grant Title:** National Criminal History Improve Program  
**Grant Number:** 2015-RU-BX-K037

**Grantee Name:** SC Law Enforcement Division  
**Award Amount:** \$539,891.00

**Grantee Type:** State Government Agency

**Address:** 4400 Broad River Road  
Columbia, South Carolina  
29210

**Contact Person:** Mandy Toole  
**Telephone #:** 803-896-7169

**Contact Address:** 4400 Broad River Road  
Columbia, SC, South Carolina  
29210

**DOJ Grant Manager:** Terrance Ealey  
**DOJ Telephone #:** 202-616-5299

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**Grant Title:** DNA Backlog Reduction  
**Grant Number:** 2015-DN-BX-0045

**Grantee Name:** SC Law Enforcement Division  
**Award Amount:** \$934,421.00

**Grantee Type:** State Government Agency

**Address:** 4400 Broad River Road  
Columbia, South Carolina  
29210

**Contact Person:** Mandy Toole  
**Telephone #:** 803-896-7169

**Contact Address:** 4400 Broad River Road  
Columbia, South Carolina  
29210

**DOJ Grant Manager:** Nancy Moore  
**DOJ Telephone #:** 202-514-6157

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**Grant Title:** NICS Act Improve Program  
**Grant Number:** 2015-MU-BX-K016

**Grantee Name:** SC Law Enforcement Division  
**Award Amount:** \$916,991.00

**Grantee Type:** State Government Agency

**Address:** 4400 Broad River Road  
Columbia, South Carolina  
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**Contact Person:** Mandy Toole  
**Telephone #:** 803-896-7168

**Contact Address:** 4400 Broad River Road  
Columbia, South Carolina  
29210

**DOJ Grant Manager:** Terrance Ealey  
**DOJ Telephone #:** 202-616-5299

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**Policy Statement:**

POLICY: It will be the practice of the SC Law Enforcement Division (SLED) to hire, recruit, train, and promote employees without discrimination because of race, religion, color, political affiliation, veteran status, disability, national origin, sex, gender, genetic information, age or any other status protected by federal or state law. All officials and employees of SLED, as well as employment agencies and applicants, labor organizations, and agencies with whom SLED deals will be informed of this practice statement. SLED adopts this practice to assure commitment to a program that provides equal employment opportunities to all persons on the basis of individual merit.

## **Step 4b: Narrative Underutilization Analysis**

A review of the Utilization Analysis Chart revealed that the SC Law Enforcement Division is underrepresented in three job categories.

Specifically, in the Administrative Support category, the Division is underrepresented in White males. In the Protective Services: Sworn Patrol Officers (Special Agents), the Division is underrepresented in White females and Black/African American females. In the Protective Services: Sworn Patrol Officials (Senior Agents and above), the Division is underrepresented in Black/African American males and Black/African American females.

The Administrative Support job category is comprised primarily of paraprofessional, secretarial, and clerical positions which have historically been underrepresented by males. The majority of applicants for these positions are female. As vacancies occur in this category, White males who apply and meet the minimum requirements for positions will continue to receive fair and equitable consideration.

The Protective Services: Sworn Patrol Officers category, which are Special Agents, is underrepresented by females. This remains a highly competitive recruitment objective among law enforcement entities across South Carolina. The Division will continue to actively recruit qualified females into law enforcement positions.

The Protective Services: Sworn Patrol Officials category, which are Senior Agents and above, is currently underrepresented by Black/African American males and females. These positions are filled through promotional opportunities. The Division remains committed to the advancement of minorities and females in law enforcement supervisory positions. It is anticipated that as the number of minority and female new hires continues to increase so will the promotional advancement within these groups.

The SC Law Enforcement Division is fully committed to achieving and maintaining a diverse work force of qualified individuals that is reflective of the community it serves.

## **Step 5 & 6: Objectives and Steps**

### **1. Identify any barriers in recruitment that might deter males from applying for Administrative Support positions.**

- a. The Office of Human Resources will meet with hiring managers in the respective units to review the interview process and to determine how qualified applicants are selected for interview.
- b. The Office of Human Resources will meet with males currently employed in administrative support positions to identify and capitalize on the positive job attributes in order to enhance the recruitment process.
- c. The Office of Human Resources will continue to review exit interviews with all employees who leave administrative support positions to determine how the Division's policies and practices may be impacting the recruitment of males into administrative positions.

### **2. Target females for recruitment in entry-level law enforcement positions.**

- a. The Division will ensure that recruitment teams include female and minority representation at outreach and recruitment events such as high schools, colleges, job fairs, workforce centers, and professional associations. The Division will encourage females and minorities to make presentations that will highlight career opportunities in law enforcement.
- b. The Division will provide greater resources to the Community Relations Unit to enhance outreach efforts and employ an agency-wide coordinated approach to recruit qualified females.

### **3. Increase promotional opportunities for minorities.**

- a. The Division will ensure that leadership and supervisory training opportunities are applied in an equitable manner.
- b. The Division will continue to recruit qualified minority applicants into entry-level positions to increase the availability pool of applicants.

#### **Step 7a: Internal Dissemination**

1. The EEOP Utilization Report will be distributed and reviewed with department heads of all major program areas at the annual leadership conference.
2. The Chief of the SC Law Enforcement Division will send a memo via e-mail to all employees reaffirming his commitment to and support of equal employment opportunity and affirmative action programs of the Division. The memo will reference that the EEOP Utilization Report is available upon request.
3. The EEOP Utilization Report will be available on the SC Law Enforcement Division's learning management system for review by all employees.
4. A hard copy of the EEOP Utilization Report and supporting documents will be available in the Division's Office of Human Resources.

#### **Step 7b: External Dissemination**

1. A copy of the EEOP Utilization Report will be available on the Division's public website.
2. All contractors and vendors that do business with the Division will be notified that the EEOP Utilization Report is available upon request.
3. All job announcements will contain a statement indicating that a copy of the Division's EEOP Utilization Report is available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: South Carolina**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	108,540/51%	2,580/1%	11,320/5%	285/0%	1,950/1%	15/0%	535/0%	225/0%	66,995/31%	1,780/1%	17,685/8%	215/0%	870/0%	80/0%	520/0%	165/0%
Utilization #/%	24%	-1%	-5%	-0%	-1%	-0%	-0%	-0%	-6%	-1%	-8%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	51/29%	0/0%	8/5%	0/0%	1/1%	0/0%	0/0%	0/0%	89/51%	3/2%	19/11%	2/1%	2/1%	0/0%	1/1%	0/0%
CLS #/%	106,170/34%	2,435/1%	14,835/5%	270/0%	4,990/2%	60/0%	700/0%	550/0%	141,655/45%	3,045/1%	36,525/12%	360/0%	3,505/1%	10/0%	1,130/0%	480/0%
Utilization #/%	-5%	-1%	-0%	-0%	-1%	-0%	-0%	-0%	6%	1%	-1%	1%	0%	-0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	12/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/43%	0/0%	13/25%	1/2%	2/4%	1/2%	0/0%	0/0%
CLS #/%	18,600/31%	660/1%	2,995/5%	40/0%	445/1%	0/0%	190/0%	15/0%	24,200/41%	550/1%	10,190/17%	20/0%	845/1%	65/0%	270/0%	60/0%
Utilization #/%	-8%	-1%	-5%	-0%	-1%	0%	-0%	-0%	2%	-1%	8%	2%	2%	2%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	106/70%	2/1%	18/12%	0/0%	2/1%	0/0%	0/0%	0/0%	19/12%	0/0%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,425/55%	635/2%	7,990/20%	115/0%	95/0%	0/0%	170/0%	30/0%	4,320/11%	190/0%	4,110/10%	40/0%	35/0%	0/0%	55/0%	60/0%
Utilization #/%	15%	-0%	-9%	-0%	1%	0%	-0%	-0%	1%	-0%	-7%	-0%	-0%	0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	115/59%	4/2%	21/11%	0/0%	0/0%	0/0%	0/0%	0/0%	43/22%	1/1%	10/5%	0/0%	2/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	45,440/36%	1,255/1%	6,800/5%	20/0%	1,375/1%	14/0%	529/0%	205/0%	51,770/41%	1,755/1%	13,780/11%	80/0%	1,535/1%	115/0%	465/0%	205/0%
Utilization #/%	22%	1%	5%	-0%	-1%	-0%	-0%	-0%	-19%	-1%	-6%	-0%	-0%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,055/42%	25/1%	145/6%	0/0%	4/0%	0/0%	0/0%	20/1%	840/34%	15/1%	360/14%	4/0%	25/1%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	10/12%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	49/60%	1/1%	20/24%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	132,450/26%	3,580/1%	31,350/6%	340/0%	1,900/0%	30/0%	1,055/0%	525/0%	238,980/47%	7,145/1%	84,820/17%	880/0%	3,370/1%	65/0%	2,465/0%	615/0%
Utilization #/%	-14%	-1%	-4%	-0%	-0%	-0%	-0%	-0%	13%	-0%	8%	-0%	-1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	5/83%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	131,205/67%	18,580/10%	30,685/16%	910/0%	1,005/1%	125/0%	1,155/1%	570/0%	7,060/4%	495/0%	3,480/2%	45/0%	135/0%	0/0%	90/0%	25/0%
Utilization #/%	16%	-10%	1%	-0%	-1%	-0%	-1%	-0%	-4%	-0%	-2%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	177,795/30%	33,105/6%	111,745/19%	1,025/0%	4,105/1%	285/0%	2,670/0%	835/0%	122,500/21%	14,705/3%	107,105/18%	740/0%	4,275/1%	100/0%	1,955/0%	430/0%
Utilization #/%	-30%	44%	-19%	-0%	-1%	-0%	-0%	-0%	-21%	-3%	32%	-0%	-1%	-0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Protective Services: Sworn-Officials</b>			✓								✓					
<b>Protective Services: Sworn-Patrol Officers</b>									✓		✓					
<b>Administrative Support</b>	✓															

### Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Sr. Special Agent</b>																
Workforce #/%	50/68%	1/1%	11/15%	0/1%	1/1%	0/0%	0/0%	0/0%	8/11%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Assistant Chief</b>																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Major</b>																
Workforce #/%	4/57%	0/0%	1/14%	0/14%	1/14%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	18/82%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	33/67%	1/2%	5/10%	0/0%	0/0%	0/0%	0/0%	0/0%	7/14%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	115/59%	4/2%	21/11%	0/0%	0/0%	0/0%	0/0%	0/0%	43/22%	1/1%	10/5%	0/0%	2/1%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Teresa C. Kitchens

Human Resources Director

09-23-2016

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[signature]

[title]

[date]